



DEPARTMENT OF THE ARMY
HEADQUARTERS, KOREAN SERVICE CORPS BATTALION
UNIT #15284
APO AP 96271-5284

Closing Date: 3 April 2019

EANC-MSC-KZ

27 March 2019

MEMORANDUM FOR All Current Korean Service Corps (KSC) Employees

SUBJECT: Vacancy Announcement No. 19-067

1. This headquarters will accept applications to fill the following position for the 28th KSC CO.

Position Title & Grade: Receptionist, KGS-0303-05/06

Duty Location: Incheon

Position Number: Two

Pay Range (KGS-05): Between 16,642 Won and 23,866 Won per hour

Pay Range (KGS-06): Between 18,697 Won and 26,901 Won per hour

Tour of Duty: 40 hours per week

NOTE: 1. Target grade of this position is KGS-06. If the position is filled at a lower grade than target grade, the incumbent may be promoted to target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade. KSC BN management retains the right to determine when an employee will be promoted. 2. A relocation allowance will NOT be authorized for employees selected from outside the commuting area. 3. If you have a spouse or relatives employed by the USFK, you should fill it out at "No. 19" in the application form. Your failure to do so will result in appropriated disciplinary action including "REMOVAL". 4. The incumbent is required to work five days a week on two shifts basis (0600-1400 hrs or 1400-2200 hrs) from Monday through Sunday. The work schedule may change to three shifts.

2. Major Duties & Responsibilities: Serves as the U.S Joint reception Center receptionist at the Incheon International Airport (IIAP), responsible for providing assistance to any and all U.S. Military-affiliated personnel (Active Duty, Reserve, DoD Civilians, dependents to and from USFK Command, 8A Command, Pacific Command (PACOM), the Office of the Secretary of Defense and U.S. Government Delegates) arriving into the Korean Theater Area of Operations to include initial in-processing and translation and interpretation service. Provides protocol service for U.S. Military personnel PCS/TDY and renders coordination with major agencies in IIAP including IIAP Police, Customs, Immigration, national Quarantine Station, Airlines, Transportation Management office, and Lost and Found to facilitate in-and-out processing. Provides Ulchi Freedom Guardian (UFG), Key Resolve (KR)/Foal Eagle (FE) exercise support as a mission essentials civilian employee and serves as Security Pass Card Manager (SPCM). Uses computer hardware and software to perform clerical tasks and to

support the operations of the office. Software used includes (but not limited to) Microsoft Word, Power Point, Excel, and outlook for an e-mail. Manages and maintains the organizational computer files. Provides protocol service for limited U.S. military, DoD civilians and their family members traveling on official order to expedite in & out-processing with comfortable circumstances in a legitimate and accurate manner on their arrival or departure. Provides assistance through immigration, customs declaration and/or animal & plant quarantine procedures if required according to related regulations. Maintains high level of English language interpretation skills for coordination with other agencies residing at the IIAP. Maintains knowledge of Status of Forces Agreement (SOFA), Customs and Immigration laws to successfully perform their assigned mission. Assists immigration process by directing immigration procedures and resolves if any issue occurs. Cooperates with the immigration officer in providing possible solutions for the passenger held at immigration office in the midst of immigration processing due to not carrying such documents as Leave, TDY and PCS order. Contacts his/her receiving or leaving unit to verify his/her identification and retrieves required documents from the unit. Assists baggage claim and customs declaration process at Korean Customs and USKF Customs Service. Identifies the passenger's travel status and guides to designated baggage claim area. Provides assistance in cooperation with airline agents if there is any issue with lost or broken baggage. Directs the passenger to SOFA Customs or Korean Customs Desk for customs declaration purpose according to his/her travel status (PCS/TDY or Leave). Assists elderly, infirm, pregnant and physically challenged passengers with special and tailored care service. Supports all U.S. military-affiliated personnel who traveling along with their pet through quarantine process. Provides support as an interpreter between the passenger and the quarantine officer when the quarantine officer requests appropriate and legal certificates and documentation of the pet as regulated by Korean and International law. Ensures that safe travel of all U.S. military-affiliated personnel is secured by coordinating and cooperating with IIAP transportation management office that is in charge of every mode of transport operation available at the IIAP. Guarantees that every passenger avoids any illegal transportation, and arranges available and/or favorable mode of transportation to the final destination with correct and up-to-date information. Ensures safety of the military passengers getting on or off the military shuttle buses at the designated boarding area. Supports the military personnel who need to retrieve missing travel documents by contacting his/her unit via phone, fax or email. Translates and interprets verbally in between the personnel and the airline officer to claim the lost or damaged baggage. In case of delayed arrival or departure of the scheduled flight, rearrange alternate flight in coordination with the personnel and the airline customer service. Supports in-coming military personnel on TDY & Temporary Change of Duty Stations (TCS) participating in annual major exercises of UFG, KR, and FE in close coordination with U.S. Joint Referral Center (JRC), U.S. Customs Service and ROK Customs Service. Verifies status of every service member with ensuring secured movement of carrying weapons and arranges link-up point with U.S. JRC team outside customs area. Serve as Security Pass Card Manager (SPCM) manages the issuance, distribution and revocation of security pass card to ensure that KSC and 19th PC members perform their assigned mission at the restricted area of the

IIAP. Manages temporary security pass card distribution procedures if there is a need for USFK and other DoD official to perform duties in the restricted area. Attends regular meeting attended by such Korean agencies as National Police, Korean Immigration Office, Korean Customs Service, ROK Criminal Investigative Division (CID) and Naval Investigative Service (NIS). Maintains high level of English conversation and writing skills required for coordination with other Korean agencies regarding security pass card management. Maintains computer skills to utilize appropriate electric documentation through online IIAP security pass card distribution system. Performs other duties as assigned.

3. Para/Line No & Job Site: 016/17-2, Incheon Airport, 19th HRC, HHB, 8A

4. Qualification Requirements:

a. Experience:

(1) For KGS-05: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at or equivalent to KGS-04 level.

(2) For KGS-06: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at or equivalent to KGS-05 level.

b. English Ability: American Language Course Placement Test (ALCPT) requirement is 60, or above for this position. Internet Based Test TOEFL scores of 45, or TOEIC scores of 550 may be substituted for the ALCPT requirement. Internet Based Test TOEFL and TOEIC scores are valid for two years from the exam date.

5. Substitution of Education for Experience: Successfully completed education of four years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-05.

6. How to Apply: Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documents. It is imperative that each item of the application be accurately and completely filled in. Applications that are not completed, incorrect, received after closing date, or submitted without legible supporting documents will not be processed. Any documents in Hangul must be translated into English and submitted.

7. Where to Apply: Qualified and interested applicants may submit an application and copies of supporting documents to e-mail (usarmy.yongsan.8-army.mbx.ksc-rpo@mail.mil) no later than seven calendar days after the date of this memorandum.

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8. Employment Policy: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within the KSC, nor may they interfere with applicants exercising their right to apply for vacancy. Any employee found guilty of these practices will be subject to removal from KSC employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the BN SGM at 756-1902, or commercial telephone 0503-356-1902, HQ, KSC BN.



JOHN E. COOPER
LTC, AG
Commanding